UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer
Assistant Secretary for Administration
Washington, D.C. 20230

SEP 16 2015

MEMORANDUM FOR OSEEP CSO Distribution List

FROM: Ellen Herbst
Chief Financial Officer, Assistant Secretary for Administration,
and Chief Sustainability Officer

SUBJECT: FY 2016 Green Grant Program Call for Project Submissions

Each year, the recycling of paper, plastic and glass by Department of Commerce employees generates revenue. This revenue is currently governed by the Consolidated and Further Continuing Appropriations Act, 2015, Pub. L. No. 113-235, div. E, title VII, § 706, 128 Stat. 2380 (Dec. 16, 2014), and must be deposited in a centrally managed working capital account. If the same or a similar law is enacted for FY 16, that law will control.

In collaboration with the Office of the Secretary Financial Management Directorate, the Office of Sustainable Energy and Environmental Programs has assembled a panel of representatives from Bureau and Office of the Secretary (OS) staff offices to develop Green Grant Program business rules. Additionally, this panel will develop a process to allocate recycling revenue against sustainability and quality of life projects based on the established criteria. The result is a "Green Grant Program" whereby any Bureau or OS staff office can submit a project and compete for funds. A key prerequisite is that the office submitting the project must be prepared to fund at least 50% of the total project cost. In FY 15, the program awarded $405,000 in matching funds, and seeks to award up to $320,000 in FY 16.

The Green Grant Program intends to stimulate investment in sustainability, environmental stewardship, and employee support programs within the Department. The program also facilitates progress against the administration's sustainability goals by sharing the cost of investment. Projects submitted must fall under one of the following categories:

- Increase or maintain recycling efforts and awareness
- Increase clean energy use and/or energy efficiency
- Increase environmental stewardship or compliance
- Improve Federal Quality of Life Programs (e.g. Child Care Centers or Fitness Centers)

Green Grant Program business rules, examples of eligible projects, project submission templates, and project evaluation criteria are provided as attachments.

I am pleased to initiate this fourth annual request for Green Grant Program project submissions and encourage you to promote participation to the greatest extent possible. Proposals must be submitted (electronically or hand-delivered) to Antonia Giardina, Chair of the Green Grant Program panel, by December 15, 2015. Please address any questions or comments to Antonia at agiardina@doc.gov or 202-482-5083.

Attachments:
(1) Business Rules
(2) Categories and Examples of Eligible Projects
(3) Sustainability Project Requirements, Guidance and Evaluation Criteria, and Application
(4) Employee Support Program Project Requirements, Guidance and Evaluation Criteria, and Application

Attachment 1

Department of Commerce FY 2016 Green Grant Program

Business Rules

Approved: Ellen Herbst

Date: 9/10/15

Business Rules

Recycling programs across the Department may generate revenue periodically. All revenue generated is centrally collected and deposited into the recycling account. The Department has established a Green Grant Program Panel (Panel), voluntarily staffed by Operating Units (OU) and Office of the Secretary (OS) offices and chaired by a member of the Office of Sustainable Energy and Environmental Programs (OSEEP), to develop and administer a Green Grant Program (Program). The intent of the Program is to centrally manage the redistribution of recycling revenue generated by the Department and its 12 OUs in accordance with applicable law, which is currently the Consolidated and Further Continuing Appropriations Act, 2015, Pub. L. No. 113-235, div. E, title VII, § 706, 128 Stat. 2380 (Dec. 16, 2014). If the same or a similar law is enacted for FY16, that law will control. The Panel has a charter which has been signed by all members.

Projects selected for funding by the Panel are forwarded to the Chief Sustainability Officer (CSO) for final approval.

The goals of the Green Grant program, as laid out in the charter, are as follows;

- increase recycling rates,
- maintain recycling rates,
- verify recycling rates,
- increase recycling educational knowledge and outreach,
- influence progress against one or more of the Department's sustainability goals which include but are not limited to:
    - Reduction in greenhouse gas scope 1 & 2 emissions
    - Reduction in greenhouse gas scope 3 emissions
    - Reduction in energy intensity
    - Increase in clean energy use
    - Reduction in potable water intensity
    - Reduction in greenhouse gas emissions per mile driven and increase of alternative fuels use
    - Increase in the number of green buildings
    - Increase in the diversion of non-construction and demolition debris
    - Better electronic stewardship and a decrease in the number of data centers
    - Increase in the number of green procurement contracting actions
- increase environmental stewardship or compliance, and
- increase the viability and functional usability of employee quality of life projects such as fitness centers and child care centers

Business Rules

1. Annual funding limits of funds are as follows:
   - $320K in FY 2016
   - $270K in FY 2017
   - $230K in FY 2018
   - $200K in FY 2019

2. Sustainability/Quality of Life (QOL) Project Split – The split between sustainability and quality of life projects is 90%/10%.

3. By majority vote, the Panel has the authority, in advance of the annual project call to adjust the spending limit by 10% in any given year as the situation dictates. For example if revenue received in the prior year drastically exceeds the annual average anticipated revenue of approximately $65,000, the Panel can increase the budget by 10%.

4. During the project review, if the Panel determines that there are a larger number of well-deserving projects that should be funded in the current year, funding may be moved from an out year to the current year, not to exceed 30% of the current year's budgeted amount, if 80% of the Panel approve of the measure.

5. If there are insufficient worthy projects in a particular year, unawarded funding rolls over to the next year.

6. All applicable acquisition laws, regulations, Departmental and OU guidelines shall be adhered to.

7. The deadline to submit projects to the Panel for consideration is 15 December of each year. The Chief Sustainability Officer (CSO) will announce matching funding grants, no later than (NLT) 22 March of each year.

8. OU and OS office project applications shall be approved by a responsible official, at least at the Senior Executive Service (SES) level, within their organization. The approving official shall attest that current year matching funds are available for the project.

9. OU and OS office projects that receive program funding must obligate that funding prior to the end of the FY. Any OU or OS office that fails to obligate funding prior to the end of the FY shall receive a 10 point penalty on all projects submitted in subsequent years until the funding is obligated, or returned to the Office of the Secretary Financial Management (OSFM). If after 2 years from receipt of program funding, the funding is still not obligated, that OU or OS office may not submit additional projects until the funding is either obligated or returned to OSFM. Any recipient of program funding that

fails to apply at least 50% of the project cost from their own appropriation will be deemed ineligible to submit additional projects for a period of 5 years.

- With respect to the above business rules, due to their large size, the National Oceanic and Atmospheric Administration's (NOAA) Line Offices (National Marine Fisheries Service, Office of Marine and Aviation Operations, National Weather Service, National Ocean Service, Office of Oceanic and Atmospheric Research, and National Environmental Satellite, Data, and Information Service) and NOAA's Headquarters organization as well as the National Institute of Standards and Technology's (NIST) two campuses (Gaithersburg and Boulder) will each be treated as separate entities so as to not impose inequity across the entire organization stemming from the inaction of one subcomponent.
- Organizations that receive approval for cost-matching funds will accept an Intra-Departmental agreement via email at the Executive level. The agreement will serve as a reservation of funds against which an acquisition action may be initiated. Upon receipt of an acceptable offer, the organization will submit an Intra-Governmental Payment and Collection (IPAC) for no more than 50% of the proposed award value, so long as it does not exceed the Green Grant approved amount identified in the Intra-Departmental agreement.

10. Funding for the following types of projects have been "pre-approved" by the Panel and will be administered by OSEEP, without requiring further involvement by the Panel:

    - Earth Day events at HCHB: Not to exceed (NTE) $4,000 annually
    - Annual Environmental Awards Ceremony at HCHB: NTE $4,000 annually
    - Earth Day Events at OU Headquarters (HQ) sites not at HCHB: NTE $3,000 annually per event
    - Replacement Recycling Containers: NTE $2,500 annually per HCHB or OU HQ site not at HCHB
    - Publishing DOC Energy and Environmental Newsletters: NTE $600 annually
    - Paid, term, part-time employee (GS-4) for the Green Store: NTE $35,000 annually

11. Allowable Project Costs – Costs associated with ancillary and/or unrelated to the scopes of work may not be included for matching funds. Only materials and contract labor associated with a project meeting the criteria provided can be included in a cost match estimate.

12. Project Reports – Projects awarded matching grant funding will be required to provide a major milestone schedule. Each project awarded matching grant funding will be required to submit a quarterly progress report to OSEEP via their sponsoring bureau, or staff office, until the project is complete. The report will detail: the date milestones were planned to be achieved, the date milestones were actually achieved, the projected

project budget expenditure to date, the actual project budget expended to date, the anticipated completion date of the project, reasons for any delays, and steps being taken to resolve the delays. Quarterly reports shall be submitted with the Dasher reports. Organizations that do not provide timely quarterly reports updating the status of all projects will be subject to a 5 point penalty of projects they submit in subsequent years.

13. Facility Recycling Programs – All government-owned facilities within the Department should have an active recycling program and should ensure all revenue generated is returned to DOC's central account so that the Green Grants Program can be sustained in future years. Facilities that have an active recycling program, but don't directly return their revenue to DOC will be required to apply their previous year's generated amount to the project prior to requesting cost matching funds.

14. Milestone Dates

15 December	Proposals due.
31 January	Selection panel recommends selected projects to Chief Sustainability Officer.
NLT 22 March	Announcement of selected proposals by the Chief Sustainability Officer.
30 September	Verification of project award and funding obligation by all Green Grant recipients.
Quarterly, due 10 days after the end of each quarter	Submission of updated project schedules by all Green Grant recipients. Quarterly reports shall be submitted with the Dasher reports.

Attachment 2

Department of Commerce Green Grant Program

Categories and Examples of Eligible Projects

DEPARTMENT OF COMMERCE GREEN GRANT PROGRAM

Categories and Examples of Eligible Sustainability Projects

ALTERNATIVE VEHICLES OR ALTERNATIVE FUEL USE: Any project that results in the increased use of alternatively fueled vehicles and/or an increase in the use of alternative fuels. An example would be a project to construct an electric vehicle charging station that increases the use of electric vehicles and alternative fuel sources.

ENERGY EFFICIENCY: Any project that increases the energy efficiency of a facility. An example would be an upgrade or replacement of a facility's heating, ventilation and air conditioning system with a more efficient unit that complies with sustainable acquisition requirements.

GREENHOUSE GAS EMISSION REDUCTION: Any project that reduces greenhouse gas emissions. Greenhouse gas emissions come from many direct and indirect sources, such as vehicles and equipment, purchased electricity, employee commuting and business travel. An example of a project that reduces emissions would be an installation of a green roof. Another example of a project that reduces emissions would be the installation of video tele-conferencing equipment.

CLEAN ENERGY: Any project that increases the on-site generation of renewable electricity or alternative energy as defined by Executive Order 13693. An example would be the installation of solar panels on the roof of a parking garage.

SUSTAINABLE BUILDINGS: Any project that results in a facility being able to meet the 5 Guiding Principles for Sustainable Buildings. An example would be a project that improved indoor air quality to the extent that it could then be positively assessed against the 5 Guiding Principles as a "Sustainable Building".

WATER CONSERVATION: Any project that results in the reduction of water (potable or irrigation) consumption. An example would be the installation of low-flush fixtures and waterless urinals in all bathrooms in a facility.

ELECTRONIC STEWARDSHIP: Any project that facilitates compliance with electronic stewardship mandates or generates progress toward a federal goal. An example would be the consolidation of two or more server rooms.

GREEN ACQUISITION: Any project that increases the amount of environmentally preferable products procured for the Department. This does not imply that funds can be used for direct procurement of goods and services, but rather for a new programmatic green procurement approach across an entire organization.

RECYCLING OR WASTE MINIMIZATION: Any project that increases the quantity of material recycled or increases the amount of waste diverted from a landfill. Some examples would be replacement of paper plates and plastic silverware with reusable plastic plates and utensils in a

cafeteria, the implementation of a composting operation, or the implementation of a concrete debris reuse program.

ENVIRONMENTAL RESTORATION: Any project that cleans or restores a contaminated site (not listed by the USEPA as a Superfund site under CERCLA). An example would be a project that cleans a site formerly used as a fueling station and restores the soil and/or groundwater to acceptable levels in accordance with US Environmental Protection Agency or State guidance.

ENVIRONMENTAL STEWARDSHIP: Any project that enhances the Department's environmental compliance posture with Federal or State laws or regulations. An example would be a project to upgrade a 90 day accumulation point for hazardous waste such that it conforms to Resource Conservation and Recovery Act requirements.

POLLUTION PREVENTION: Any project that reduces or eliminates the production of a contaminant or hazardous waste stream through Environmental Management System or any type of process improvement event. An example would be a process improvement project that substitutes a non-hazardous material for silver nitrate to develop photos.

Categories and Examples of Eligible Quality of Life Projects

FITNESS CENTER OR CHILD CARE CENTER FACILITY UPGRADES: Any project that improves a fitness center or child care center. Some examples would be playground resurfacing, upgrade of lighting, or a facility expansion.

FITNESS CENTER OR CHILD CARE CENTER EQUIPMENT PURCHASES: Any project that adds equipment, or replaces deteriorated equipment. Some examples would be the purchase of washers, dryers, fitness equipment, or playground equipment.

CHILD CARE CENTER OR FITNESS CENTER EDUCATION AND OUTREACH PROGRAMS: Any project that results in an increased quality of life or improved health through training, education, or outreach. Some examples would be a smoking cessation class or parenting skills class.

ENHANCEMENT OF CHILD CARE CENTER OR FITNESS CENTER SERVICES: Any project that expands fitness center or child care center services. Some examples would be the increase in hours of a Child Care Center or the addition of a new aerobics class.

Attachment 3

Department of Commerce Green Grant Program

Sustainability Project Requirements, Guidance and Evaluation Criteria, and Application

DEPARTMENT OF COMMERCE GREEN GRANT PROGRAM
SUSTAINABILITY PROJECT REQUIREMENTS

Eligibility: All Department of Commerce (DOC) Bureaus/Operating Units (OU) and Office of the Secretary (OS) Offices.

Background: The Green Grant program is intended to stimulate internal investment in sustainability projects that make progress against one or more of the administration's sustainability goals as tracked through either the OMB Sustainability Scorecard or the Strategic Sustainability Performance Plan (SSPP).

Requirements: Proposed projects under this grant program **must** meet the following requirements in order to be considered for award.

- Projects must fall within one of the sustainability categories listed on Attachment 2.
- Projects should provide innovative ways to improve the Department's sustainability program or environmental compliance posture and demonstrate efficient use of Departmental funds to yield the best return on investment.
- Current year cost sharing by the submitting organization of at least 50% is required. A cap on the cost match provided by the Green Grant Program may apply. The project submission must reflect a commitment of current year funds in an amount equal to at least 50% of the total project cost.
- All required sections in the application must be completed.
- All responsible officials must sign the application (project lead, primary supervisory employee, financial official of the OU or OS office).
- Project submissions must be approved and signed by an SES-level executive.
- Proposals shall be limited to 10 pages (not including cover page).
- Proposals that result in a Green Grant will be announced by the Senior Sustainability Officer (SSO). Green Grant recipients will accept an Intra-Departmental agreement via email at the Executive level. The agreement will serve as a reservation of funds against which an acquisition action may be initiated. Upon receipt of an acceptable offer, the organization will submit an Intra-Governmental Payment and Collection (IPAC) for no more than 50% of the proposed award value, so long as it does not exceed the Green Grant approved amount identified in the Intra-Departmental agreement.. Green Grant recipients must award the project by September 30th of the year in which they receive the cost matching funds. Quarterly progress reports must be submitted to OSEEP via the sponsoring bureau until the project is complete.

- Proposals must be **RECEIVED** (electronically or hand-delivered) to the Chair of the Green Grant Panel, Antonia Giardina, agiardina@doc.gov, 202-282-5083 by 15 December of each year.

Proposal Directions:

This document is designed to give applicants all the tools they need to build competitive proposals by providing instructions, example information, and an application template to complete. The first section provides an overview of each of the required and optional elements. The second section provides a template that should be used to develop the proposal. The Panel has strived to make the process straightforward and simple. Funding will be granted to the projects scoring highest until the current year's funding limit is reached.

Proposal Section and Scoring Summary (Total Possible Points: 110)

- Cover Page
- Part A: Abstract
- Project B: Project Description *(total 40 points possible)*
  - B1 – Positive change overview (10 points)
  - B2 – Quantitative/qualitative change (10 points)
  - B3 – Innovation and Novelty (10 points)
  - B4 – Payback/LCC/ROI , *for applicable projects* (10 points)
- Part C: Project Approach *(total 20 points possible)*
  - C1 – Tasks and schedule (15 points)
  - C2 – Transferability (5 points)
- Part D: Project budget *(total 20 points possible)*
  - D1 – Budget summary (20 points)
- Part E: Facility Recycling Program *(total 20 points possible)*
  - Active recycling program (10 points)
  - Recycling revenue generated last FY and destination of revenue (10 points)
- Part F: Bonus Elements – Optional *(total 10 points possible)*
  - F1 – Education and outreach (5 points)
  - F2 – Other unique aspects (5 points)

Review Procedures

Proposals will be reviewed by the Panel in accordance with the criteria and assigned points outlined within this guidance document.

DEPARTMENT OF COMMERCE GREEN GRANT PROGRAM
SUSTAINABILITY PROJECT PROPOSAL GUIDANCE AND EVALUATION CRITERIA
(Total Possible Points: 110)

Part A: Abstract

Required Element.
Provide a brief (no more than one-half page) narrative summarizing the project.

Part B. Project Description (total 40 points)

Explain how the project addresses a targeted, regulatory mandate or sustainability goal listed in Attachment 1. Articulate all additional benefits the project will provide. Projects that can indicate quantitative progress toward more than one sustainability goal or regulatory mandate will be scored higher. Include a narrative response to each of the following required elements and the optional elements as they apply. Please note the following requirements:

- For projects that can be quantitatively measured, provide clearly defined and verifiable data.
- For projects that are qualitative in nature, please provide, to the greatest extent possible, verifiable evidence of the project's projected benefits and success.
- Clearly note all assumptions made and their corresponding basis.
- Projects that do not have definable payback periods or life cycle cost (LCC) estimates, per normal project planning guidelines, can state for Element B4 that those metrics do not apply; Element B4 points will be credited to Elements B1 and B2 as appropriate, based on proposal strength. This reallocation of points is meant to ensure that all strong energy and environmental stewardship projects are given reasonably similar weight, regardless of design characteristics.
- Projects that should have, but fail to include Element B4 ROI and payback and LCCA data *may be disqualified.*

Required Elements.
B1. Positive Change – 10 points. Describe what positive changes will result by implementing this project.

- Proposals must include an explanation of:
  - expected results of the project/primary deliverables from project; and
  - indirect organizational and/or community partner benefits, if existing and relevant.
- *Characteristics of proposals may include:*
  - *clear connection between project and achievement of one or more of the program goals identified in Attachment 1;*
  - *description of project's enhancement of organizational mission;*
  - *how the project extends lifetime of organizational assets;*
  - *nexus between organization and the recipient's surrounding community (if any); and/or*

- *improvement in quality of work environment.*

B2. Quantitative/Qualitative Information - 10 points. Provide measureable information that can verify success relative to the project's goals.

- Proposals must include explanation of:
  - pre-project baseline and post-project performance, as relevant;
  - project's contribution to organizational performance towards program goals, as relevant; and
  - other project performance measures (e.g., community welfare), as relevant.
- *Characteristics of proposals may include:*
  - *quantitative metrics to verify and demonstrate project success (e.g., kW conserved; fuel cost avoidance, % energy intensity reduction);*
  - *easy to verify qualitative metrics to demonstrate success (e.g., area preserved by restoration project, environmental compliance violation avoidance);*
  - *comprehensive explanation for defining metrics, including assumptions made and their basis; and/or*
  - *reference/citation of similar projects to bolster predicted performance measures.*

B3. Innovation and Novelty – 10 points. Describe how this project represents a new participant in and/or innovative approach to environmental stewardship. This section is meant to bolster applications for those offices that are new to energy/environmental projects, which will increase overall Departmental participation in energy/environmental stewardship. This section will also bolster applications for offices that are trying a new technology or strategy that they have not previously executed, which collectively increases the diversity for the Department's collective energy/environmental performance strategies and technologies.

- *Characteristics of proposals may include:*
  - *an office implementing a new/emerging strategy, technology, or new application thereof (include the precedent for the technology in other agencies, business, or research, if existing; if not existent, include context for why/how the idea was formed*);
  - *an office seeking funding for its first major energy/environmental project; and*
  - *use of projects as pilot to evaluate feasibility for larger scale implementation in DOC.*

B4. Payback/LCC/ROI Information – 10 points. For projects where these metrics are not definable, please state as such for official record (if the Panel agrees with this assessment, points will be reallocated to Elements B1 and B2). For projects that would have associated payback, life cycle cost (LCC), and return on investment (ROI), this information is required. Provide the simple payback, LCC and ROI of the product/solution implemented in the project. Explanation of these performance measures and sample calculations are given below. Guidelines for the typical lifecycle costs for various pieces of property and equipment can be found through the Internal Revenue Service at the following website: http://www.irs.gov/publications/p946/ch04.html. For example, office fixtures and lighting

have 7-year lifecycles, large capital equipment such as chillers have 15-year lifecycles, and building appurtenances such as windows have 25-year lifecycles.

The simple payback estimate is the time it takes for a project to recoup its investment, through savings resulting from project implementation. For purposes of this grant program, the LCC is the sum of the costs associated with the project minus the annual savings over the lifecycle of the technology. If a project has maintenance costs associated with it, these must be factored in to the LCC. ROI is the absolute value of LCC divided by the cost of the project. A negative value for LCC using the above definition will actually be a net savings or positive return on investment.

> If a lighting project costs $5,000 but the lights save $2,500 per year in energy usage, then its simple payback will be 2 years. If the lights last 10 years and savings are $2,500 every year (relative to the old lights), the overall LCC can be estimated as -$20,000 in costs, or save $20,000 (cost avoidance) for the life of the project materials. The ROI for this project would be 4.

$$SimplePayback = \frac{\$5{,}000}{\$2{,}500/_{yr}} = 2\,years$$

$$LifeCycleCost(LCC) = \$5{,}000 spent - 10\,years * \left(\$2{,}500 saved/_{year}\right) = -\$20{,}000$$

Return on Investment (ROI) = $20,000/$5,000 = 4

- Proposals must include explanation of:
  - simple payback estimates, as relevant;
  - Life Cycle Cost (LCC), as relevant, can use different parameters as above, so long assumptions and conditions are given in the summary); and
  - any possible factors that can affect these estimated returns (e.g., fluctuating market price for equipment/per unit energy costs, change in energy usage at facility based on mission, changes in operations and maintenance costs for new equipment, etc.)
- *Characteristics proposals may include:*
  - *pre-project baseline data and post-project data as relevant;*
  - *comprehensive explanation of cost, and other savings/improvements, including assumptions made (e.g., expected decrease in utility costs; and life cycle costs and savings, not just simple payback for installation and initial operations*

Part C. Project Approach (total 20 points)

Briefly describe and tabulate the tasks involved and your schedule or timeline for implementation. This information should lay out a clear series of steps necessary to complete

all major milestones of the project and serve as verification metrics for proper execution.

Required Element.

C1. Tasks and Schedule – 15 points. Briefly summarize the project management elements for execution of the project. Please provide this information in the following table.

- Proposals must include explanation/use of:
  - project milestones and their contributing tasks;
  - milestone and task leaders (employees and contractors, if applicable);
  - schedule and timeline for all milestones, through completion of project;
  - deliverables/products/actions or other measures of success for each milestone, to verify completion of each milestone; and
  - *Table 1* (provided below).
- *Characteristics of proposals may include:*
  - *clearly defined milestones/tasks and deliverables that are easily verifiable (i.e., "yes/no" actions, estimated date of completion, etc.);*
  - *conservative time allowances per milestone/task to ensure timely project completion; and*
  - *a person or title assigned to each task (instead of office) to clearly define responsibility.*

Table 1 - **TASKS & SCHEDULE**

Milestone/Task	Lead	Estimated completion date

C2. Transferability – 5 points. If this project can be implemented elsewhere within the Department, briefly describe how.

- *Characteristics of proposals may include:*
  - *demonstration/discussion of how the project can/has been implemented elsewhere;*
  - *the potential benefits of implementing elsewhere in the Department; and*
  - *efficiencies gained by leveraging previously executed projects' planning efforts.*

Part D. Project Budget (total 20 points)

Include a brief yet clearly-defined budget narrative and a tabular budget breakdown by major task for the project. This element should clearly show how all Departmental funds (grant and organizational) are expected to be used for the project.

Please note the following:

- As stated in the guidance introduction, the financial official must sign this proposal. Signing the proposal is an acknowledgment that the financial official has reviewed and

approved this budget plan.

- The applying OU must ensure that its portion of project funding be obligated by its organizational deadline. Eligible funding mechanisms include contracts, purchase orders, purchase cards, and existing MOAs or MOUs. Please remember that a Purchase Card should not be used as the primary mechanism for obligating the funds. The processes for obligating funds, deadlines and spending limits should be clarified with each office's administrative staff.
- Allowable Project Costs – Costs associated with ancillary and/or unrelated to the scopes of work may not be included for matching funds. Only materials and contract labor associated with a project meeting the criteria provided can be included in a cost match estimate.

Required Elements.

D1. Budget Plan and Table: (20 points) It is recommended that the budget table be organized by or cross-referenced to milestones/tasks outlined in the project schedule table.

- Budget information must include/use:
  - all project costs (delineate between grant and recipient office funds);
  - rebates/incentives, if part of project budget plan;
  - reference of purchases/allocation to project milestones; and
  - *Table 2* (provided below).
- *Characteristics of proposals may include:*
  - *clearly defined milestones/tasks and deliverables that are easily verifiable (i.e., "yes/no" actions, date of completion, etc.)*

Table 2 – **PROJECT BUDGET**			
Description	Quantity	Unit $	Total
		Total	

Part E. Facility Recycling Program Elements (total 20 points)

All government-owned facilities within the Department should have an active recycling program and should ensure all revenue generated is returned to DOC's central account so that the Green Grants Program can be sustained in future years. Facilities that have an active recycling program, but don't directly return their revenue to DOC will be required to apply their previous year's generated amount to the project prior to requesting cost matching funds. Likewise, facilities that are under a GSA recycling contract shall not be required to use recycling proceeds for the project, since GSA takes all proceeds generated and returns those funds to the Department central account.

Required Elements.

E1. Does the facility have an active recycling program? (10 points)

E2. How much revenue did the program generate last fiscal year and where did the funds go? (10 points)

Part F. Bonus Elements (up to 10 bonus points possible)

F1. Education and Outreach benefits: Describe specific efforts that will be included within this project to educate visitors, students, local community, other locations, etc. to better understand the application and benefits of the green technologies or programs adopted or used under this project. (5 points)

F2. Briefly highlight any unique aspects of this project that have not been adequately described above. (5 points)

DEPARTMENT OF COMMERCE GREEN GRANT PROGRAM
SUSTAINABILITY PROJECT APPLICATION

Project Title: _____

Project Location:

OS Office or Bureau: _____

Facility Name: _____

Address: _____

Project Cost: $ _____ + $ _____ = $ _____
Grant amount requested | OS Office or Bureau matching amount (min. 50% of total project cost required) | Total project cost

Submitted by:

Project Lead: _____ Title: _____

Bureau/Office: _____

Telephone number: _____ Email: _____

_____ _____
SIGNATURE DATE

Senior Manager (Office Director, Program Manager, etc.)

_____ _____
NAME- TYPED TITLE

_____ _____
SIGNATURE DATE

Financial Official (individual who is authorized to commit funds):

By my signature below, I attest that OU/OS Office funding allocated in the above application is available and will be used for the stated project outlined above. I have also reviewed and approved the above budget plan.

_____ _____
NAME- TYPED TITLE

_____ _____
SIGNATURE DATE

Approving Official (must be at the SES level):

By my signature below, I attest that OU/OS Office funding allocated in the above application is correct and factual, to the best of my knowledge and available, and will be used for the stated project outlined above.

NAME- TYPED	TITLE
SIGNATURE	DATE

Part A: Abstract
Overview

Part B. Project Description (total 40 points)

Explanation

B1. Positive Change (10 points)

B2. Quantitative change & information (10 points)

B3. Innovation and Novelty - (10 points)

B4. Payback/LCC/ROI (10 points)

Part C. Project Approach (total 20 points)

Explanation

C1. Tasks and Schedule (15 points)

Table 1 - **TASKS & SCHEDULE**		
Task goal	Lead	Estimated completion date
Insert additional rows as necessary		

C2. Transferability – (5 points)

Part D. Project Budget: (total 20 points)

Explanation

D1. Budget Table (20 points)

Table 2 – **PROJECT BUDGET**			
Description	Quantity	Unit $	Total
Insert additional rows as necessary			
		Total	

Part E. Facility Recycling Program (20 points)

E1. Does the facility have an active recycling program? (10 points)

E2. How much revenue did the program generate last fiscal year and where did the funds go? (10 points)

Part F. Bonus Elements (up to 10 bonus points possible) (total optional 10 points)

F1. Education and Outreach – *optional* (5 points)

F2. Other unique aspects – *optional* (5 points)

Attachment 4

Department of Commerce Green Grant Program

Quality of Life Programs Project Requirements, Guidance and Evaluation Criteria, and Application

DEPARTMENT OF COMMERCE GREEN GRANT PROGRAM
EMPLOYEE QUALITY OF LIFE PROJECT REQUIREMENTS

Eligibility: Open to Department of Commerce (DOC) Departmental organizations and Bureaus

Background: This part of the Green Grant program is intended to stimulate internal investment in projects that improve quality in the workplace through enhanced quality of life programs. Proposals are due by 15 December of each year.

Requirements: Proposed projects under this grant program **must** meet the following requirements in order to be considered for award.

- Projects must fall within one of the Quality of Life categories listed on Attachment 2.
- Projects should provide innovative ways to improve the Department's quality of life and demonstrate efficient use of Departmental funds to yield the best return on investment.
- Current year cost sharing by the submitting organization of at least 50% is required. A cap on the cost match provided by the Green Grant Program may apply. The project submission must reflect a commitment of current year funds in an amount equal to at least 50% of the total project cost.
- All required sections in the application must be completed.
- All responsible officials must sign the application (project lead, primary supervisory employee, financial official of the OU or OS office).
- Project submissions must be approved and signed by an SES-level executive.
- Proposals shall be limited to 10 pages (not including cover page).
- Proposals that result in a Green Grant will be announced by the Senior Sustainability Officer (SSO). Green Grant recipients will accept an Intra-Departmental agreement via email at the Executive level. The agreement will serve as a reservation of funds against which an acquisition action may be initiated. Upon receipt of an acceptable offer, the organization will submit an Intra-Governmental Payment and Collection (IPAC) for no more than 50% of the proposed award value, so long as it does not exceed the Green Grant approved amount identified in the Intra-Departmental agreement. Green Grant recipients must award the project by September 30th of the year in which they receive the cost matching funds. Quarterly progress reports must be submitted to OSEEP via the sponsoring bureau until the project is complete.
- Proposals must be **RECEIVED** (electronically or hand-delivered) by the Chair of the Green Grant Panel, Antonia Giardina, agiardina@doc.gov, 202-282-5083 by 15 December of each year.

Proposal Directions

The design of this application is to give applicants all the tools they need to build competitive proposals by providing instructions, example information, and a required application template to complete. The first section provides an overview of each of the required and optional elements. Please use the blank form provided below to develop your proposal. The Panel has strived to make the process straightforward and simple.

Proposal Section and Scoring Summary (Total Possible Points: 110)

- Cover Page
- Part A: Abstract
- Project B: Project Description *(total 40 points possible)*
  - B1 – Quality of life programs overview (10 points)
  - B2 – Quantitative/qualitative affect (10 points)
  - B3 – Education and outreach (10 points)
  - B4 – Industry requirement (5 points)
  - B5 – Innovation and Novelty (5 points)
- Part C: Project Approach *(total 10 points possible)*
  - C1 – Tasks and schedule (5 points)
  - C2 – Transferability (5 points)
- Part D: Project budget *(total 30 points possible)*
  - D1 – Budget summary or cost breakdown (20 points)
  - D2 – Payback/LCC/ROI (10 points)
- Part E: Facility Recycling Program *(total 20 points possible)*
  - Active recycling program (10 points)
  - Recycling revenue generated last FY and destination of revenue (10 points)
- Part F: BONUS ELEMENTS – OPTIONAL *(total 10 points possible)*
  - F1 – Other unique aspects (10 points)

Review Procedures

Proposals will be reviewed by the Panel in accordance with the criteria and assigned points.

DEPARTMENT OF COMMERCE GREEN GRANT PROGRAM
EMPLOYEE SUPPORT PROGRAMS PROJECT PROPOSAL GUIDANCE AND EVALUATION CRITERIA
(Total Possible Points: 110)

Part A: Abstract

Required Element.
Provide a brief (no more than one-half page) narrative summarizing the project.

Part B. Project Description (total 40 points)

Explain how the project addresses quality of life and what additional benefits its implementation will provide. Include a narrative response to each of the following required elements and the optional elements if/as they apply. Please note the following requirements:

- For projects that can be quantitatively measured, provide clearly defined and verifiable data.
- For projects that are qualitative in nature, please provide, to the greatest extent possible, verifiable evidence of project benefit and success.
- Clearly note all assumptions made and their basis.

Required Elements.
B1. Employee Support Programs Overview – 10 points. Describe how this project will enhance the quality of life for employees/families and the changes will result by implementing this project.

- Proposals must include explanation of:
  - expected results of the project/primary deliverables from project; and
  - indirect organizational and/or community partner benefits, if existing and relevant.
- *Characteristics of proposals may include:*
  - *description of project's enhancement of organizational mission;*
  - *how project affects employee quality of life;*
  - *support between organization and the recipient's surrounding community; and/or*
  - *improvement in quality of life for recipient office employees.*

B2. Quantitative/Qualitative Information - 10 points. Provide measureable information that can verify success relative to the project's goals.

- Proposals must include explanation of:
  - pre-project baseline and post-project performance, as relevant;
  - project's contribution to organizational performance improvement towards employee quality of life; and
  - other project performance measures (e.g., community welfare), as relevant.
- *Characteristics of proposals may include:*
  - *quantitative metrics to verify and demonstrate project success (e.g., percent*

increase in membership/enrollees);

- *easy to verify qualitative metrics to demonstrate success (e.g., safe playground area, user-friendly equipment);*
- *comprehensive explanation for defining metrics, including assumptions made; and/or*
- *reference/citation of similar projects to bolster predicted performance measures.*

B3. Education and Outreach – 10 points. Describe specific elements of this project that will serve as education and outreach to agency employees/families in order to provide quality of life enhancement.

- Proposals must include explanation of:
  - educational strategy implementation (e.g. seminars, parent workshops); and
  - outreach strategy implementation (e.g. community events, partnerships).
- *Characteristics of proposals may include:*
  - *systematic plan for education and outreach to include successful past effort examples.*

B4. Industry Requirement – 5 points. Describe how this project is a requirement of an industry certification, accreditation, or license. For projects where industry requirements are not definable, please indicate for official record (If the Panel agrees with this assessment, points will be reallocated to Elements B1 and B2).

- Proposals must include an explanation of:
  - the required certification, accreditation or license; and
  - an explanation of how this project helps the employee support programs to meet the required certification, accreditation or license.

B5. Innovation and Novelty – 5 points. Describe how this project or applicant office represents a new participant in and/or innovative approach to quality of life programs. This section is meant to bolster applications for those offices that are new to employee quality of life program projects, which increase overall Departmental support for quality of life programs. If an office has not been able to fund a quality of life project, say so in this section. Such projects may have been funded by other grants or appropriated funds. This section will also bolster applications for offices that are trying a new technology or strategy that they have not previously executed, which collectively increases the diversity for the Department's collective quality of life program strategies.

- *Characteristics of proposals may include:*
  - *an office implementing a new/emerging strategy, technology, or new application benefiting employee quality of life (include the precedent for the technology in other agencies, business, or research, if existing; if not existent, include context for why/how the idea was formed);*
  - *an office seeking funding for its first major employee support programs project; and*

- *use of projects as pilot to evaluate feasibility for larger scale implementation in DOC.*

Part C. Project Approach **(total 10 points)**

Briefly describe and tabulate the tasks involved and your schedule or timeline for implementation. This information should lay out a clear series of steps necessary to complete all major milestones of the project and serve as verification metrics for proper execution.

Required Element.

C1. Tasks and Schedule – 5 points. Briefly summarize the project management elements for execution of the project. Please provide this information in the following table.

- Proposals must include explanation/use of:
  - project milestones and their contributing tasks;
  - milestone and task leaders (employees and contractors, if applicable);
  - schedule and timeline for all milestones, through completion of project;
  - deliverables/products/actions or other measures of success for each milestone, to verify completion of each milestone; and
  - *Table 1* (provided below).
- *Characteristics of proposals may include:*
  - *clearly defined milestones/tasks and deliverables that are easily verifiable (i.e., "yes/no" actions, estimated date of completion, etc.);*
  - *conservative time allowances per milestone/task to ensure timely project completion; and*
  - *a person or title assigned to each task (instead of office) to clearly define responsibility.*

Table 1 - **TASKS & SCHEDULE**

Milestone/Task	Lead	Estimated completion date

C2. Transferability – 5 points. If this project can be implemented elsewhere within the Department, briefly describe how.

- *Characteristics of Award Winning Proposals may include:*
  - *demonstration/discussion of how the project can/has been implemented elsewhere;*
  - *the potential benefits of implementing elsewhere in the Department; and*
  - *efficiencies gained by leveraging previously executed projects' planning efforts.*

Part D. Project Budget (total 30 points)

Include a brief budget narrative and a tabular budget breakdown by major task for the project.

This element should clearly show how all Departmental funds (grant and organizational) are expected to be used for the project.

Please note the following:

- As stated in the guidance introduction, the financial official must sign this proposal. Signing the proposal is an acknowledgment that the financial official has reviewed and approved this budget plan.
- The applying OU must ensure that its portion of project funding be obligated by its organizational deadline. Eligible funding mechanisms include contracts, purchase orders, purchase cards, and existing MOAs or MOUs. Please remember that a Purchase Card should not be used as the primary mechanism for obligating the funds. The processes for obligating funds, deadlines and spending limits should be clarified with each office's administrative staff.
- Allowable Project Costs – Costs associated with ancillary and/or unrelated to the scopes of work may not be included for matching funds. Only materials and contract labor associated with a project meeting the criteria provided can be included in a cost match estimate.

Required Element.

D1. Budget Summary or Cost breakdown – 20 points. It is recommended that the budget table be organized by or cross-referenced to milestones/tasks outlined in the project schedule table.

- Budget information must include/use:
  - all project costs (delineate between grant and recipient office funds);
  - rebates/incentives, if part of project budget plan;
  - reference of purchases/allocation to project milestones; and
  - *Table 2* (provided below).
- *Characteristics of proposals have included:*
  - *clearly defined milestones/tasks and deliverables that are easily verifiable (i.e., "yes/no" actions, date of completion, etc.)*

Table 2 – **PROJECT BUDGET**

Description	Quantity	Unit $	Total
		Total	

D2. Payback/LCC/ROI Information – 10 points. For projects where these metrics are not definable, please state as such for official record (if the Panel agrees with this assessment, points will be reallocated to Element D1). For projects that would have associated payback, life cycle cost (LCC), and return on investment (ROI), this information is required. Provide the simple payback, LCC and ROI of the product/solution implemented in the project. Explanation of these performance measures and sample calculations are given below. Guidelines for the

typical lifecycle costs for various pieces of property and equipment can be found through the Internal Revenue Service at the following website: http://www.irs.gov/publications/p946/ch04.html. For example, office fixtures and lighting have 7-year lifecycles, large capital equipment such as chillers have 15-year lifecycles, and building appurtenances such as windows have 25-year lifecycles.

The simple payback estimate is the time it takes for a project to recoup its investment, through savings resulting from project implementation. For purposes of this grant program, the LCC is the sum of the costs associated with the project minus the annual savings over the life cycle of the technology. If a project has maintenance costs associated with it, these must be factored in to the LCC. ROI is the absolute value of LCC divided by the cost of the project. A negative value for LCC using the above definition will actually be a net savings or positive return on investment.

> If a lighting project costs $5,000 but the lights save $2,500 per year in energy usage, then it's simple payback will be 2 years. If the lights last 10 years and savings are $2,500 every year (relative to the old lights), the overall LCC can be estimated as -$20,000 in costs, or save $20,000 (cost avoidance) for the life of the project materials. The ROI for this project would be 4.

$$SimplePayback = \frac{\$5{,}000}{\$2{,}500/_{yr}} = 2 years$$

$$LifeCycleCost(LCC) = \$5{,}000 spent - 10 years * \left(\$2{,}500 saved/_{year}\right) = -\$20{,}000$$

Return on Investment (ROI) = $20,000/$5,000 = 4

- Proposals must include explanation of:
  - simple payback estimates, as relevant;
  - Life Cycle Cost Analysis (LCCA), as relevant, can use different parameters as above, so long assumptions and conditions are given in the summary); and
  - Any possible factors that can affect these estimated returns (e.g., fluctuating market price for equipment/per unit energy costs, change in energy usage at facility based on mission, changes in operations and maintenance costs for new equipment, etc.)
- *Characteristics of proposals may include:*
  - *pre-project baseline data and post-project data as relevant;*
  - *comprehensive explanation of cost, and other savings/improvements, including assumptions made; and*
  - *life cycle costs and ROI, not just simple payback for installation and initial operations.*

Part E. Facility Recycling Program Elements (total 20 points)

All government-owned facilities within the Department should have an active recycling program and should ensure all revenue generated is returned to DOC's central account so that the Green Grants Program can be sustained in future years. Facilities that have an active recycling program, but don't directly return their revenue to DOC will be required to apply their previous year's generated amount to the project prior to requesting cost matching funds. Likewise, facilities that are under a GSA recycling contract shall not be required to use recycling proceeds for the project, since GSA takes all proceeds generated and returns those funds to the Department central account.

Required Elements.

E1. Does the facility have an active recycling program? (10 points)

E2. How much revenue did the program generate last fiscal year and where did the funds go? (10 points)

Part F. Bonus Elements (up to 10 bonus points possible) (optional 10 points)

F1. Briefly highlight any unique aspects of this project not adequately described above.

DEPARTMENT OF COMMERCE GREEN GRANT PROGRAM
EMPLOYEE SUPPORT PROGRAMS PROJECT APPLICATION

Project Title: _____

Project Location:

OS Office or Bureau: _____

Facility Name: _____

Address: _____

Project Cost: $ _____ + $ _____ = $ _____

Grant amount requested | OS Office or Bureau matching amount (*min. 50% of total project cost required*) | Total project cost

Submitted by:

Project Lead: _____ Title: _____

Bureau/Office: _____

Telephone number: _____ Email: _____

_____ _____

SIGNATURE *DATE*

Senior Manager *(Office Director, Program Manager, etc.)*

_____ _____

NAME- TYPED *TITLE*

_____ _____

SIGNATURE *DATE*

Financial Official *(individual who authorized to commit funds)*:

By my signature below, I attest that OU/OS Office funding allocated in the above application is available and will be used for the stated project outlined above. I have also reviewed and approved the above budget plan.

_____ _____

NAME- TYPED *TITLE*

_____ _____

SIGNATURE *DATE*

Approving Official *(must be at the SES level)*:

By my signature below, I attest that OU/OS Office funding allocated in the above application is correct and factual, to the best of my knowledge and available, and will be used for the stated project outlined above.

_____ _____

NAME- TYPED *TITLE*

_____ _____

SIGNATURE *DATE*

Part A: Abstract

Overview

Part B. Project Description (total40 points)

Explanation

B1. Employee support programs Overview (10 points)

B2. Quantitative change & information (10 points)

B3. Education and Outreach (10 points)

B4. Industry Requirement (5 points)

B5. Innovation and Novelty (5 points)

Part C. Project Approach (total 10 points)

Explanation

C1. Tasks and Schedule (5 points)

Table 1 - **TASKS & SCHEDULE**		
Task goal	Lead	Estimated completion date
Insert additional rows as necessary		

C2. Transferability (5 points)

Part D. Project Budget: (total 30 points)

Explanation

D1. Budget Table (20 points)

Table 2 – **PROJECT BUDGET**			
Description	Quantity	Unit $	Total
Insert additional rows as necessary			
		Total	

D2. Payback/LCC/ROI (10 points)

Part E. Part E. Facility Recycling Program (20 points)

E1. Does the facility have an active recycling program? (10 points)

E2. How much revenue did the program generate last fiscal year and where did the funds go? (10 points)

Bonus Elements (up to 10 bonus points possible) (total 10 points)

F1. Other Unique Aspects – *optional* (10 points)